

Appendix C
Janitorial Task & Frequency Schedule
Sorted By Task Type
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	All	Olive Terminal				Transit Center	
	Bathrooms	Offices	Meeting Rooms	Entries, Stairs, Hallways, Exterior	Lounges & Kitchens	Building Interior	Building Exterior
FLOORS							
Dispose of all debris & trash on floors	Daily	Tues & Fri	Daily	Daily	Daily	Daily	Daily
Vacuum carpeted floors, mats & runners (Note 1)	--	Tues & Fri	Daily	Daily	Daily	Note 1	--
Dust-mop or vacuum non-carpeted floors (Note 2)	Daily	Tues & Fri	Daily	Daily	Daily	Daily	--
Damp-mop, disinfect & deodorize non-carpeted floors (Note 2)	Daily	Tues & Fri	Daily	Daily	Daily	Daily	--
Sweep exterior passenger waiting area including under benches & trash	--	--	--	--	--	--	Daily
Strip, seal, & wax & polish passenger waiting area tile floor	--	--	--	--	--	--	Jun & Dec
Strip bathroom floors & Maint bldg employee lounge (breakroom) (Note 3)	Apr/Aug/Dec	--	--	--	Apr/Aug/Dec	--	--
Strip & polish rear stairwell	--	--	--	Mar & Sep	--	--	--
Shampoo carpets	--	Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct	--
Spot clean carpets	--	Tues & Fri	Daily	Daily	Daily	Daily	--
Buff tile in Admin Bldg (Note 13)	--	--	--	Mar/Sep	--	--	--
Deep clean grout in Admin Bldg (Note 13)	--	--	--	Dec	--	--	--
WALLS, DOORS & WINDOWS							
Spot clean walls, doors & partitions including Admin Building stairwells	Daily	Tues & Fri	Daily	Daily	Daily	Daily	--
Spot clean partition glass & TC plate glass up to 7'	--	Tues & Fri	Daily	Daily	Daily	Daily	Daily
Clean door glass & mirrors	Daily	Tues & Fri	Daily	Daily	--	Daily	Daily
Dust window & partition sills	--	Tues & Fri	Daily	Daily	Daily	Daily	Daily
Clean graffiti from bathroom walls, ceiling, stalls, fixtures, etc.	as needed	--	--	--	--	--	--
Clean partition glass & bulletin board glass up to 9'	--	Weekly	Weekly	Weekly	Weekly	Weekly	Monthly
Clean & disinfect toilet stalls/partitions & nearby tile walls	Weekly	--	--	--	--	--	--
Clean, disinfect & polish complete elevator	--	--	--	Weekly	--	--	--
Clean interior wall & partition windows (glass) up to 9'	--	Weekly	Weekly	Weekly	Weekly	--	--
Clean doors including frame & hardware (Note 4)	Weekly	Monthly	Monthly	Monthly	Monthly	Monthly	--
Dust ceilings, non-tile walls & vents	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	--
Clean & disinfect tile walls	Monthly	--	--	--	Monthly	--	--
Damp-wipe baseboards, window sills & partition sills	--	Monthly	Monthly	Monthly	Monthly	Monthly	--
Clean inside of exterior wall windows & both sides of TC plate glass windows	--	Jan & Jul	Jan & Jul	Jan & Jul	Jan & Jul	--	Monthly
FIXTURES & FURNITURE							
Empty wastebaskets	Daily	Tues & Fri	Daily	Daily	Daily	Daily	Daily
Re-line wastebaskets	Daily	Friday	Friday	Friday	Daily	Daily	Daily
Clean, disinfect & polish stainless steel, chrome & anodized fixtures (Note 6)	Daily	--	--	Daily	Daily	Daily	--
Clean & disinfect toilets, urinals & basins	Daily	--	--	--	Daily	--	--
Restock paper towels, toilet paper, seat covers & hand soap (Note 7)	Daily	Tues & Fri	Daily	--	Daily	--	--
Dust horizontal surfaces of furniture, cabinets & countertops (Note 8)	--	Tues & Fri	Daily	Daily	Daily	Daily	--
Damp-wipe all visible surfaces of non-wood furniture, cabinets & countertops	Daily	Weekly	Weekly	Weekly	Weekly	Weekly	--
Vacuum upholstered furniture	--	Weekly	Weekly	Weekly	Weekly	Weekly	--
Clean & disinfect passenger benches	--	--	--	--	--	Weekly	Weekly
Clean & disinfect shower floors, walls, curtains & fixtures	Weekly	--	--	--	--	--	--
Clean & disinfect trash & recycling housing & receptacles (Note 9)	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Clean & polish all visible surfaces of wood furniture & banister	--	Monthly	Monthly	Monthly	Monthly	--	--
Clean & disinfect telephone handsets	--	Monthly	Monthly	--	Monthly	Monthly	--
Shampoo & extract dirt from all upholstered chairs	--	Jan & Jul	Jan & Jul	--	Jan & Jul	Jan & Jul	--
Clean non-ceiling light fixtures & sconces	Feb & Aug	Feb & Aug	Feb & Aug	Feb & Aug	Feb & Aug	Feb & Aug	--
Vacuum blinds & curtains	--	Mar & Sep	Mar & Sep	Mar & Sep	Mar & Sep	Mar & Sep	--
Clean & disinfect vents, registers, grills & louvers	Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct	--
Clean & disinfect 4 kitchen refrigerators (upstairs, drivers' room, conf. room & Maint.)	--	--	--	--	Note 10	--	--

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	All	Olive Terminal				Transit Center	
	Bathrooms	Offices	Meeting Rooms	Entries, Stairs, Hallways, Exterior	Lounges & Kitchens	Building Interior	Building Exterior
EXTERIOR							
Wipe down patio furniture	--	--	--	Weekly	--	--	--
Empty cigarette receptacles in designated smoking area in Maintenance yard	--	--	--	Weekly	--	--	--
Empty trash receptacles (Note 5)	--	--	--	Tues & Fri	--	--	--
Reline trash receptacles (Note 5)	--	--	--	Weekly	--	--	--

Note 1: Transit Center to be vacuumed on Tuesdays, Thursdays & Saturdays.

Note 2: Includes front & rear stair steps & elevator in Admin Building stairs; **once per week, remove mats & runners before vacuuming/mopping.**

Note 3: **Admin Building upstairs & lobby bathrooms only once per year (Dec);** all other bathrooms 3 times per year (Apr, Aug & Dec); polish Maint. lounge

Note 4: Polish metal handles, knobs, push plates & kick plates.

Note 5: Includes Admin Bldg exterior trash receptacles/ash tray at front & rear entrances & front patio, but only on Tues & Fri.

Note 6: Includes drinking fountains, paper towel dispensers, trash receptacles & stairway handrails.

Note 7: Ensure additional stock of paper towels in 3 kitchen areas to avoid outages.

Note 8: Only unobstructed surfaces; do not move papers or other items; does **NOT** include desktops & office equipment on them. Dust & straighten picture frames

Note 9: Includes the metal housing & lids of the exterior receptacles at both the Administration Building and the Transit Center.

Note 10: Clean & disinfect twice yearly & wet wipe weekly.

Note 13 Includes front stairwell; top landing and reception area; first floor entry, hallway & restrooms.

Appendix D
Janitorial Task & Frequency Schedule,
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	All	Olive Terminal					Transit Center	
	Bathrooms	Offices	Meeting Rooms	Entries Stairs Hallways,	Lounges & Kitchens	Building Exterior	Building Interior	Building Exterior
DAILY								
Clean graffiti from bathroom walls, ceiling, stalls, fixtures, etc.	as needed							
Dispose of all debris & trash on floors	X	Tues & Fri	X	X	X		X	X
Empty wastebaskets and exterior trash receptacles (Note 5)	X	Tues & Fri	X	X	X	Tues & Fri	X	X
Reline wastebaskets and exterior trash receptacles (Note 5)	X	Friday	Friday	Friday	X	Fri	X	X
Dust-mop or vacuum non-carpeted floors (Note 2)	X	Tues & Fri	X	X	X		X	
Damp-mop, disinfect & deodorize non-carpeted floors (Note 2)	X	Tues & Fri	X	X	X		X	
Vacuum carpeted floors, mats & runners (Note 1)		Tues & Fri	X	X	X		Note 1	
Clean door glass & mirrors	X	Tues & Fri	X	X			X	X
Dust horizontal surfaces of furniture, cabinets & countertops (Note 8)		Tues & Fri	X	X	X		X	
Spot clean walls, doors & partitions including Admin Building stairwells	X	Tues & Fri	X	X	X		X	
Spot clean partition, glass & TC plate glass up to 7'		Tues & Fri	X	X	X		X	X
Dust window & partition sills		Tues & Fri	X	X	X		X	X
Clean, disinfect & polish stainless steel, chrome & anodized fixtures (Note 6)	X			X	X		X	
Clean & disinfect toilets, urinals & basins	X				X			
Restock paper towels, toilet paper, seat covers & hand soap (Note 7)	X		X		X			
Damp-wipe all visible surfaces of non-wood furniture, cabinets & countertops	X							
Sweep exterior passenger waiting area								X
Spot clean carpets		Tues & Fri	X	X	X		X	
Empty trash receptacles on front patio				Tues & Fri				
Empty trash receptacles outside front entrance door				Tues & Fri				
Empty trash receptacles outside rear entrance				Tues & Fri				
WEEKLY								
Damp-wipe all visible surfaces of non-wood furniture, cabinets & countertops			X	X	X		X	
Clean partition, glass & bulletin board glass up to 9'			X	X	X		X	X
Vacuum upholstered furniture			X	X	X		X	
Wipe down patio furniture						Monday		
Empty cigarette receptacles in designated smoking area in Maintenance yard						Monday		
Clean, disinfect & polish complete elevator				X				
Clean & disinfect toilet stalls/partitions & nearby tile walls	X							
Clean & disinfect shower floors, walls, curtains & fixtures	X							
Clean doors including frame & hardware (Note 4)	X							
Clean & disinfect passenger benches							X	X
Clean interior wall & partition windows (glass) up to 9'			X	X	X			
Clean & disinfect 4 kitchen refrigerators (upstairs, drivers' room, conf. room & Maint.)					Note 10			
MONTHLY								
Clean & disinfect trash & recycling housing & receptacles (Note 9)	X		X	X	X		X	X
Dust ceilings, non-tile walls & vents	X		X	X	X		X	
Clean doors including frame & hardware (Note 4)			X	X	X		X	
Damp-wipe baseboards, window sills & partition sills			X	X	X		X	
Clean & polish all visible surfaces of wood furniture & banister			X	X	X			
Clean & disinfect telephone handsets		X	X		X		X	
Clean & disinfect tile walls	X				X			
Clean both sides of TC plate glass windows							X	X
THRICE-ANNUALLY								
Clean & disinfect vents, registers, grills & louvers	Jan/Apr/Oct		Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct		Jan/Apr/Oct	
Shampoo carpets			Jan/Apr/Oct	Jan/Apr/Oct	Jan/Apr/Oct		Jan/Apr/Oct	
Strip bathroom floors & Maint. bldg. employee lounge (breakroom) (Note 3)	Apr/Aug/Dec				Apr/Aug/Dec			

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	All	Olive Terminal				Transit Center	
	Bathrooms	Offices	Meeting Rooms	Entries Stairs, Hallways	Lounges & Kitchens	Building Exterior	Building Interior
SEMI-ANNUALLY							
Clean inside of exterior wall windows			Jan & Jul	Jan & Jul	Jan & Jul		
Clean non-ceiling light fixtures & sconces	Feb & Aug		Feb & Aug	Feb & Aug	Feb & Aug	Feb & Aug	
Vacuum blinds & curtains		Mar & Sep	Mar & Sep	Mar & Sep	Mar & Sep	Mar & Sep	
Shampoo & extract dirt from all upholstered chairs			Jan & Jul		Jan & Jul		
Strip, seal, & wax & polish passenger waiting area tile floor						Jun & Dec	
Strip & polish rear stairwell				Mar & Sep			
Clean & disinfect 4 kitchen refrigerators (upstairs, drivers' room, conf. room & Maint.)					Note 10		
Buff tile in Admin Bldg (Note 13)				Mar/Sep			
ANNUALLY							
Deep clean grout in Admin Bldg (Note 13)				Dec			

Note 1: Transit Center to be vacuumed on Tuesdays, Thursdays & Saturdays.

Note 2: Includes front & rear stair steps & elevator in Admin Building stairs; **once per week, remove mats & runners before vacuuming/mopping.**

Note 3: **Admin Building upstairs & lobby bathrooms only once per year (Dec);** all other bathrooms 3 times per year (Apr, Aug & Dec); polish Maint. lounge

Note 4: Polish metal handles, knobs, push plates & kick plates.

Note 5: Includes Admin Bldg exterior trash receptacles/ash tray at front & rear entrances & front patio, but only on Tues & Fri.

Note 6: Includes drinking fountains, paper towel dispensers, trash receptacles & stairway handrails.

Note 7: Ensure additional stock of paper towels in 3 kitchen areas to avoid outages.

Note 8: Only unobstructed surfaces; do not move papers or other items; does **NOT** include desktops & office equipment on them. Dust & straighten picture frames

Note 9: Includes the metal housing & lids of the exterior receptacles at both the Administration Building and the Transit Center.

Note 10: Clean & disinfect twice yearly & wet wipe weekly.

Note 13 Includes front stairwell; top landing and reception area; first floor entry, hallway & restrooms..

Appendix E
Janitorial Task & Frequency Schedule
Sorted By Site (Page 1 of 2)

OLIVE TERMINAL	Daily	Weekly	Monthly	Semi-Annual	Thrice-Annually	Annually
Dispose of all debris & trash on floors (Note 11)	X					
Empty wastebaskets and exterior trash receptacles (Notes 5, 11)	X					
Reline wastebaskets and exterior trash receptacles (Notes 5, 12)	X					
Dust-mop or vacuum non-carpeted floors (Notes 2, 11)	X					
Damp-mop, disinfect & deodorize non-carpeted floors (Notes 2, 11)	X					
Vacuum carpeted floors, mats & runners (Note 11)	X					
Spot clean walls, doors & partitions including Admin Building stairwells (Note 11)	X					
Clean door glass & mirrors (Note 11)	X					
Clean, disinfect & polish stainless steel & anodized fixtures (Note 6)	X					
Restock paper towels, toilet paper, seat covers & hand soap (Note 7)	X					
Dust horizontal surfaces of furniture, cabinets & countertops (Notes 8, 11)	X					
Spot clean partition glass up to 7' (Note 11)	X					
Dust window & partition sills (Note 11)	X					
Clean & disinfect toilets, urinals & basins	X					
Spot clean carpets (Note 11)	X					
Damp-wipe all visible surfaces of non-wood furniture, cabinets & countertops	bathrooms	all other				
Damp-wipe 4 kitchen refrigerators (upstairs, drivers' room, confer. room & Maint.)		Note 10				
Clean & disinfect toilet stalls/partitions & nearby tile walls		X				
Clean & disinfect shower floors, walls, curtains & fixtures		X				
Clean partition glass & bulletin board glass up to 9'		X				
Vacuum upholstered furniture		X				
Clean, disinfect & polish complete elevator		X				
Clean & disinfect shower floors, walls, curtains & fixtures		X				
Clean interior wall & partition windows (glass) up to 9'		X				
Wipe down patio furniture		X				
Empty cigarette receptacles in designated smoking area in Maintenance yard		X				
Clean doors including frame & hardware (Note 4)		bathrooms	all other			
Dust ceilings, non-tile walls & vents			X			
Clean & disinfect tile walls			X			
Clean & disinfect trash & recycling housing & receptacles (Note 9)			X			
Damp-wipe baseboards, window sills & partition sills			X			
Clean & disinfect telephone handsets			X			
Clean & polish all visible surfaces of wood furniture & banister			X			
Clean & disinfect 4 kitchen refrigerators (upstairs, drivers' room, conf.. room & Maint.)				Note 10		
Clean inside of exterior wall windows				Jan & Jul		
Clean non-ceiling light fixtures & sconces				Feb & Aug		
Vacuum blinds & curtains				Mar & Sep		
Shampoo & extract dirt from all upholstered chairs				Jan & Jul		
Strip & polish rear stairwell				Mar & Sep		
Buff tile in Admin Bldg (Note 13)				Mar & Sep		
Clean & disinfect vents, registers, grills & louvers					Jan/Apr/Oct	
Shampoo carpets					Jan/Apr/Oct	
Strip bathroom floors & Maint. bldg. employee lounge (breakroom) (Note 3)					Apr/Aug/Dec	
Deep clean grout in Admin Bldg (Note 13)						Dec

Note 2: Includes front & rear stair steps & elevator in Admin Building stairs; **once per week, remove mats & runners before vacuuming/mopping.**

Note 3: **Admin Building upstairs & lobby bathrooms only once per year (Dec);** all other bathrooms 3 times per year (Apr, Aug & Dec); polish Maint. lounge

Note 4: Polish metal handles, knobs, push plates & kick plates.

Note 5: Includes Admin Bldg exterior trash receptacles/ash tray at front & rear entrances and front patio, but only on Tues & Fri.

Note 6: Includes drinking fountains, paper towel dispensers, trash receptacles & stairway handrails.

Note 7: Ensure additional stock of paper towels in 3 kitchen areas to avoid outages.

Note 8: Only unobstructed surfaces; do not move papers or other items; does **NOT** include desktops & office equipment on them. Dust & straighten picture frames

Note 9: Includes the metal housing & lids of the exterior receptacles at both the Administration Building and the Transit Center.

Note 10: Clean & disinfect twice yearly & wet wipe weekly.

Note 11: Offices on Tuesdays & Fridays only; elsewhere daily or as described in other notes.

Note 12: Reline wastebaskets daily in bathrooms & lounges/kitchens; only on Fridays elsewhere (including exterior trash receptacles).

Note 13 Includes front stairwell; top landing and reception area; first floor entry, hallway & restrooms.

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TRANSIT CENTER	Daily	Weekly	Monthly	Semi-Annual	Trice-Annually
Clean graffiti from bathroom walls, ceiling, stalls, fixtures, etc.	as needed				
Vacuum carpeted floors, mats & runners	Tues/Thurs/Sat				
Dispose of all debris & trash on floors	X				
Empty wastebaskets	X				
Reline wastebaskets	X				
Dust-mop or vacuum non-carpeted floors (Note 2)	X				
Damp-mop, disinfect & deodorize non-carpeted floors (Note 2)	X				
Spot clean walls, doors & partitions	X				
Clean door glass & mirrors	X				
Clean, disinfect & polish stainless steel, chrome & anodized fixtures (Note 6)	X				
Restock paper towels, toilet paper, seat covers & hand soap	X				
Dust horizontal surfaces of furniture, cabinets & countertops (Note 8)	X				
Spot clean partition <u>glass</u> & plate glass up to 7'	X				
Dust window & partition sills	X				
Sweep exterior passenger waiting area	X				
Clean & disinfect toilets, urinals & basins	X				
Spot clean carpets	X				
Damp-wipe all visible surfaces of <u>non-wood</u> furniture, cabinets & countertops	bathrooms	all other			
Clean & disinfect toilet stalls/partitions & nearby tile walls		X			
Clean & disinfect shower floors, walls, curtains & fixtures		X			
Clean partition; <u>glass</u> & bulletin board glass up to 9'		X			
Vacuum upholstered furniture		X			
Clean & disinfect passenger benches		X			
Clean doors including frame & hardware (Note 4)		bathrooms	all other		
Dust ceilings, non-tile walls & vents			X		
Clean & disinfect trash & recycling housing & receptacles (Note 9)			X		
Damp-wipe baseboards window sills & partition sills			X		
Clean & disinfect telephone handsets			X		
Clean both sides of plate glass windows			X		
Clean non-ceiling light fixtures & sconces				Feb & Aug	
Vacuum blinds & curtains				Mar & Sep	
Shampoo & extract dirt from all upholstered chairs				Jan & Jul	
Strip, seal, & wax <u>& polish</u> passenger waiting area tile floor				Jun & Dec	
Clean & disinfect vents, registers, grills & louvers					Jan/Apr/Oct
Strip bathroom floors					Apr/Aug/Dec
Shampoo carpets					Jan/Apr/Oct

Note 2: Includes front & rear stair steps & elevator in Admin Building stairs; once per week, remove mats & runners before vacuuming/mopping.

Note 4: Polish metal handles, knobs, push plates & kick plates.

Note 6: Includes drinking fountains, paper towel dispensers, trash receptacles & stairway handrails.

Note 8: Only unobstructed surfaces; do not move papers or other items; does **NOT** include desktops & office equipment on them. Dust & straighten picture frames

Note 9: Includes the metal housing & lids of the exterior receptacles at both the Administration Building and the Transit Center